



**PLANNING COMMISSION  
Meeting Notes of November 17, 2021**

Commissioners present: Gary Walvatne, Charles Mathews, Joel Metlen, Scott Erwin, Lamont King, Carrie Pellett, and John Carr  
Council Liaison present: William Relyea  
Staff present: Darren Wyss, Planning Manager, Associate Planner Chris Myers, and Lynn Schroder, Administrative Assistant

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The meeting video is available on the City website.

**1. Call To Order and Roll Call**

Chair Walvatne called the meeting to order at 6:06 pm.

**2. Public Comment Related To Land Use Items Not On The Agenda**

None.

**3. Approval of Meeting Notes: 11/3/21**

Chair Walvatne requested that the meeting notes be amended to include timestamps for each agenda item. Commissioner Carr clarified that the 11/3/21 meeting was conducted in a hybrid format.

Commissioner Carr moved to approve the meeting notes for 11/3/21, as amended. Commissioner Pellett seconded. **Ayes: Mathews, King, Pellett, Erwin, Carr, Metlen, and Walvatne. Nays: None. Abstentions: None. The motion passed 7-0-0.**

**4. Discussion: CDC-21-01: [Chapter 27 Code Amendments \(FEMA Floodplain Regulations\)](#)**

Chair Walvatne noted that this is the second work session on the proposed amendments. Associate Planner Myers updated the Commission on the format changes to the proposed updates since the last work session and provided guidance from DLCD on two items.

Based on DLCD guidance, staff recommended:

1. The Exemptions section (27.030), which FEMA does not utilize, should remain in the CDC.
2. The criteria in Chapter 27 to “balance cut and fill” should remain in the CDC as required by Metro Functional Plan Title 3.

Staff delayed the Legislative Public Hearing tentatively scheduled for December 15, 2021, until January 19, 2022, to ensure staff has time to evaluate any potential cross-references in the CDC that need attention and ensure DLCD has adequate time to review the proposed amendments.

Chair Walvatne supported the format changes. He noted that Chapter 27.010(a)5 should include the internet as a utility. Commissioner Carr reiterated that the proposed CDC changes are federally-mandated model rules.

**5. Discussion: Planning Commission Annual Report**

The City Council has requested that all citizen advisory committees prepare an annual report outlining 2021 accomplishments, challenges, and 2022 goals. The annual report is due in December. Acting Planning

Manager Wyss will draft a report for the PC to consider at its December meeting. Chair Walvatne stated the biggest challenge is public participation in PC meetings during the pandemic. He also noted that the PC needs access to the City Attorney.

**6. Decision: Planning Commission Representatives on Working Group**

Commissioners selected Vice Chair Mathews and Commissioner Erwin to represent the PC on the CDC advisory working group.

**7. Items of Interest From Planning Commission**

None.

**8. Items Of Interest From Staff**

Planning Manager Wyss noted that a Notice of Appeal for CUP-21-02, Athey Creek Middle School Condition Use was filed with the state Land Use Board of Appeals.

The December 5, 2021 Planning Commission meeting was canceled.

Wyss talked about the format for the Conditions of Approval (COA) Status Report requested by the PC. Vice Chair Mathews clarified that the PC only wanted a status report of COAs for approved projects on an ongoing basis. He did not think it was necessary to go back to previously approved projects (before the initial request for the information) to determine the status of COAs.

**9. Adjourn**

Chair Walvatne adjourned the meeting at approximately 6:48 pm.